

# Career Opportunity

## Automation and Technology Manager

Classification: CL-30

Starting Salary Range: \$75,283-\$94,130 (depending on qualifications)

**\*\* REVISION DUE TO CLARIFICATION OF SALARY RANGES \*\***

### REVISION

*Announcement  
Number: 06-07*

*Date Posted: April 26, 2006*

*Closing Date: May 31, 2006*



U.S. District Court  
Eastern District of Michigan

Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848  
[apply@mied.uscourts.gov](mailto:apply@mied.uscourts.gov)

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.**

### POSITION SUMMARY

This position is located in the United States District Court in Detroit, MI. The employee is responsible for managing the consolidated Automation and Technology Department of the District Court, Probation Department and Pretrial Services Agency. This includes managing all automated systems within the Court and providing specialized expertise through introduction, application, operations, coordination and integration to all chambers and units serviced. The employee must be skilled in the application of management principles and able to select and originate effective methods and procedures to be used for the attainment of basic department objectives. The employee is also responsible for long-term strategic planning of automation resources and for the support and technological integration of the automation programs within the Court. The employee is responsible for the supervision of the entire automation staff.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Researches, identifies and adapts national proposed system equipment; evaluates proposed system equipment, configuration and makes recommendation; recommends placement and utilization; identifies need for supplemental equipment and works with vendors. Directs purchases of commercial software identifying alterations or custom designs. Recommends proper housing space and utilities for systems hardware. Ensures physical and logical security for systems hardware and software.
- Develops and manages the execution of implementation plans for all Court automated systems including administrative applications, electronic mail, word processing and data and telecommunications. Identifies software applications and hardware features that meet specific needs; initiates the development of these applications. Oversees the testing and evaluation of new releases of software prior to the distribution of the applications; devises security systems for hardware, software and data. Manages training programs in system use and capabilities. Maintains library of software, including documentation of locally developed material.
- Manages systems maintenance activities. Monitors in-house routine housekeeping functions. Monitors software maintenance in the form of installing new software releases as well as local functions such as database backup and reconfiguration.
- Ensures ongoing evaluations of automated systems and existing software applications to determine use, performance, response times adequacy, quality and available capacities. Identifies, analyzes and corrects problems and makes modifications.
- Ensures safety, security and integrity of databases to include user accesses, off-site storage and security procedures. Works as part of a team to develop and manage a continuity of operations plan in the event of a major system failure or building and/or locality disaster.
- Works with judges, Court Unit Executives or designees, Deputy Court Administrator, and court unit managers to identify training needs and/or programs in the area of automation. Develops and manages Court training programs and provides advice in the effective use of automated resources.

# Career Opportunity

## Automation and Technology Manager

U.S. District Court  
Detroit, Michigan  
Posting Number: 06-07

- Works with judges, Court Unit Executives or designees, Deputy Court Administrator, and court unit managers to identify automation needs, objectives, and capabilities, including anticipation of future requirements and problems. Develops and implements short- and long-range automation improvement plans ensuring that changes can be implemented with minimal disruption. Develops and manages implementation plans for all Court automated systems including administrative application, telecommunication, video conferencing, electronic mail and word processing. Prepares special management reports as required.
- Review changes in legislation, court rules, internal operating procedures and applicable Administrative Office and government-wide directives and makes appropriate systems changes.
- Participates in district, regional and national conferences to enhance professional growth, identify best practices, and improve systems and technology support.
- Presents technical information to judges, Court Unit Executives or designees, Deputy Court Administrator, and court unit managers on automated system-related topics. Advises management in all areas of automation needs, objectives and capabilities including anticipation of future requirements and problems; manages and develops special management reports.
- Develops budget plan for the court's automation program; allocates resources to support the development of automated networks; manages the approved budget including the procurement and inventory control.
- Supervises, evaluates, and identifies training needs for, the systems support staff. Assigns, explains, and approves work requirements to subordinate levels of supervision for current, new or changed programs, functions, goals and processes.
- Recommends personnel actions concerning subordinates: evaluates work performance: assists in the human resources programs for the Automation and Technology Department including selection, development, training, employee relations and related areas.
- Performs other duties as may be assigned.

### **QUALIFICATIONS**

Required: Candidates must 1) have five years management experience which provided an opportunity to deal with others in person-to-person work relationships, 2) possess the ability to exercise mature judgment, 3) have a thorough knowledge of the basic concepts, principles and theories of management and 4) have demonstrated ability to manage automated system(s) in a large organization.

Preferred: A bachelor's degree in computer science or related field and a master's degree in public, business or judicial administration. Thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications; ability to troubleshoot and problem solve. Experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs. General aptitude to learn new operating system languages and applications. Skill in training non-automation personnel in automation techniques and processes. Knowledge of the functions and processes of the court. Ability to conduct research of all available services and provide proposed solutions; ability to research, isolate and take corrective actions to applications software and hardware problems. Ability to effectively communicate orally and in writing. Skill at speaking to large groups of people including the judges' automation committee. Skill at applying existing or new principles in difficult, challenging or doubtful situations.

Technical Qualifications: Extensive knowledge of software Life Cycle Management to include software testing method, practices and preventive maintenance activities. Knowledge of sophisticated programming methods, practices and applications sufficient to extract and format data in INFORMIX and SQL relational database management system environment. Knowledge of the LINUX operating system and INFORMIX compliant relational database management system.

### **Salary Range Information**

Starting Range - \$75,283 to \$94,130 (depending on qualifications)  
Full Range - \$94,915 to \$122,400

### **Procedures For Applying**

To be assured consideration, please submit a cover letter (include announcement number) and resume to the address at the left of page one by the close of business Wednesday, May 31, 2006. E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

### **An Equal Opportunity Employer**

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer*